

DAILY PRE-TRIP INSPECTION

V.I.N. # (Last 4 digits) _____ AM ____ PM ____ Mileage _____

I have personally inspected this vehicle and do hereby certify that all items are safe, repaired or replaced and meet safety standards

Signed: _____ Date: _____

CHECKLIST	PASS	FAIL	PROBLEM / ACTION TAKEN
WALK AROUND INSPECTION: (Set parking brake)			
Observe under vehicle for any leaks or obstructions			
Note any dents, scratches or other damage (tampering)			
Muffler condition and securement			
*Check tire pressures			
*Check tire treads - 2/32" rear - 4/32" front (including spare)			
Wheels – bent, loose or missing lug nuts & mud flaps			
*LIGHTS – head – turn signals – tail - brake – hazard – reverse			
Clearance, marker, boarding, license, interior lights & reflectors			
Doors – driver and entrance			
Adjust mirrors (ability to view rear tires as well as traffic essential)			
OPEN HOOD:			
*Check/fill with correct motor oil			
*Radiator overflow container level			
*Fluids at proper level: <input type="checkbox"/> Brake <input type="checkbox"/> Steering			
*Windshield washer fluid			
Battery housing and connections			
Visible drive belts, wires and hoses			
Windshield – condition and cleanliness			
START ENGINE:			
*Transmission fluid level			
*Gauges working			
*Windshield wipers and blades			
*Horn			
*Defroster			
<input type="checkbox"/> Heater <input type="checkbox"/> Air conditioner			
Steering wheel (no more than 2" of play in a 20" wheel)			
*Emergency brake stops free rolling vehicle			
*Wheelchair lift /cycle & locate bar for manual operation			
*Back up beeper			
*Fire extinguisher – correctly charged, dated & secured			
*First aid kit – proper items & replenished			
*Blood pathogen kit – required items			
*3 reflectors: complete and in red box			
Seats & handrails, condition and secure			
*Seat belts – functioning			
*Seat belt cutter – preferably in reach of driver			
*Exit windows, roof hatch functioning (open min. every 90 days)			
Current insurance I.D.			
Current registration & safety inspection sticker			
Vehicle free of loose objects.			
Overall cleanliness of vehicle			
All bolded / asterisked * items <u>must pass</u> or vehicle should not be driven – report pre-trip daily to supervisor. Vehicle should be kept in a secure location and locked every day.			

